

Dear EMS subscriber,

The following letter is to inform you of some updates that the Arizona Department of Education (ADE) is making to our Calendar of Events application. Due to the feedback the agency received from the application's users, the new features and changes described below are being implemented as part of our process to continually improve user experience.

**Bulk Enrollment by Field Users**

Any user that has an ADE Connect account will now have **the ability to register multiple people for an event on their behalf**. A user must first be logged into the system using their ADEConnect account. Then, after selecting an event that is open for registration, the user will be able to download a new "Bulk Registration Template" for that event. Once the template is completed for an event, the user will be able to upload their "Bulk Registration Template" into the system and complete that specific event's registration process for their desired participants. Please note that each member included as part of a bulk enrollment will be individually bound by both the terms and conditions of the event, all ADE policy, as well as its financial terms and conditions.

**Purchase Order and Check Verification**

As of **08/15/2016**, registrants choosing to use a purchase order or check as their payment option for registering for an event will now be **required to upload a copy of their purchase order or check** into the system as valid proof of payment. This must occur at the time of their registration in order to complete their initial registration. ADE Accounting will then verify the payment information uploaded into the system within 10 days of the initial registration. **An attendee's registration will only be finalized and confirmed once the payment method used has been validated.**

If the method of payment has not been verified as valid by the ADE Accounting unit within the 10-day period, the registration will be cancelled and the registrant will then need to re-register for the event using a valid form of payment.

Please note, if a registrant tries to register within 10 days of the start of an event, only a credit card payment will be accepted.

**Delinquent Accounts Unable to Register for Events**

As of **08/15/2016**, registrants with a past due account will no longer be allowed to register for new "**Paid**" events, but will still be allowed to register and attend any "**Unpaid**" events. Registrants with a current past due account must ensure their accounts are current if they intend to register for any new "**Paid**" events. Please note, this policy will also apply to all registrants that may be included as part of a bulk enrollment process.

**Please contact Accounts Receivable at [accountsreceiv@azed.gov](mailto:accountsreceiv@azed.gov) or by phone at 602.542.4112 if you have any questions regarding your current status.**

Sincerely,

The EMS Support Team